

VICTORIA UNIVERSITY OF BANGLADESH
DEPARTMENT OF BUSINESS ADMINISTRATION

Course Profile

BACHELOR OF BUSINESS ADMINISTRATION

COURSE TITLE: ACQUISITION OF HUMAN RESOURCES

COURSE CODE: MGT-406

Description

The modern business and non-profit organizations demand high caliber of human resource providers and planners equipped with sound knowledge of personnel policies and procedures to motivate the workforce for higher efficiency and maximum productivity. In considering the demand, this course is designed to give an overview of current ideas and issues in Human Resource Development.

Course Objectives

The primary objective of this course is to provide an understanding of the essential elements of human resource process in organizations. Students acquire knowledge in analyzing, assessing and programming for human resource requirements of organizational business plans and strategies. Quantitative as well as qualitative concepts, approaches and techniques are emphasized.

Text Books

Belcourt, M. and K. McBey: Strategic Human Resource Planning, Thompson Nelson, Fourth Edition, 2007.

Mathis, R. L., & Jackson, J. H. (2010). Human resource management (13th ed.)

Nkomo, S. M., Fottler, M. D., & McAfee, R. B. (2010). Human resource management applications: Cases, exercises, and skill builders (7th ed.)

Ulrich, D., & W. Brockbank. (2005). The HR Value Proposition . Boston: Harvard Business School Press

COURSE OUTLINES

Class	Topics
1 st Class	Human Resources Planning: Nature & Scope of HR Planning, Importance of HR Planning, Steps in HR Planning, Objectives of HR Planning, Level of HR Planning
2 nd Class	Linkages with Business Planning & Strategies, Benefits of HRP, Elements & Process of HRP
3 rd Class	Preparing for HR: Job Analysis, Human Resource Management/Information System, Environmental Scanning
4 th Class	Assessing & Forecasting HR Requirements: Benefits of HR Forecasting, Planning Horizon
5 th Class	Assessing & Forecasting HR Requirements: Qualitative and Quantitative Forecasting Methods
6 th Class	Assessing & Forecasting HR Requirements: Demand & Supply Side Forecasting, Forecasting Net HR Requirements
7 th Class	Presentation
8 th Class	Job Evaluation: External & Internal: Purposes of Job Evaluation
9 th Class	Job Evaluation: Internal And External Equity, Determining Job Worth
10 th Class	Job Evaluation: Competency-Based Pay, Comparable Worth, Performance-Based Pay, Supply and Demand
11 th Class	Generic Vs. Custom Surveys, How to Select Pay Surveys, How to Analyze, Interpret And Use Survey Data
12 th Class	HR Program Evaluation: Importance of Evaluation, Criteria & Techniques of Evaluation, Cost-Benefit Assessments
	Mid-Term Examination
13 th Class	HR Program Evaluation: Audits & Utility Analysis
14 th Class	HR Program Evaluation: Impact Studies - Client Satisfaction
15 th Class	Equal Employment Opportunity and Diversity
16 th Class	Staffing the Organization: Recruitment
17 th Class	Staffing the Organization: Selection
18 th Class	HR Training, Development, & Talent Management
19 th Class	Performance Management
20 th Class	Presentation
21 st Class	Compensation Strategies and Practices
22 nd Class	Managing Employee Benefits
23 rd Class	Employee Rights and Responsibilities
24 th Class	Case Studies

COURSE EVALUATION

Particulars	Weight	Marks
Works Sheet		
• Class Attendance	5%	5
• Four Class Tests	20%	5X4= 20
Assignment and Presentation	10%	10
Mid-term Test	25%	25
Final Examination	40%	40
Grand Total	100%	100

Grading System

Marks Obtained (out of 100)	Letter Grade		Grade Point (4 point scale)
80% and above	A+	(A plus)	4.00
75% to less than 80%	A	(A regular)	3.75
70% to less than 75%	A-	(A minus)	3.5
65% to less than 70%	B+	(B plus)	3.25
60% to less than 65%	B	(B regular)	3.00
55% to less than 60%	B-	(B minus)	2.75
50% to less than 55%	C+	(C plus)	2.50
45% to less than 50%	C	(C regular)	2.25
40% to less than 45%	D	(D regular)	2.00
Less than 40%	F	Fail	0.0

COURSE CONDUCTION

Semester & Class Begin	Summer, 2017 & 15 June, 2017
Course Instructor	Md. Shawan Uddin Assistant Professor Department of Business Administration
Credit Hour/ Week	3 Hours & 1.5 Hour/Class
Total Lectures	Twenty Two
Assignments Presentation Class	Two
Mid-Term	
Final Examination	